

North Dakota User Guide

For electronic Field Office Technical Guide (eFOTG)

Overview: The eFOTG contains natural resource reference data, soils, planning quality criteria, conservation practice standards, and conservation practice effects data for use in each respective county in North Dakota. Many subfolders in North Dakota's eFOTG were pre-loaded by USDA-NRCS Information Technology Center (ITC) staff in Fort Collins, Colorado. Assembling, loading, and maintaining current North Dakota data is an ongoing effort to provide the latest science-based technical information.

Internet Explorer is recommended to access and use eFOTG.

1. Each State's county-specific technical guide information may be accessed at www.nrcs.usda.gov/technical/efotg. In the middle of the page is a United States map. Left click on North Dakota to load the North Dakota Field Office Technical Guide (FOTG). A window will open with a North Dakota county map; left click on the selected county. Next, a window will open with a bar along the left portion of the screen indicating Sections I through V. Left click the selected eFOTG section.
2. Two display options are available for viewing eFOTG subfolders and reference materials. Click the "Preferences" tab. In "Content Options" select "*In a New Window*" to view documents in full screen. To view documents in a smaller window while the folder menu is displayed, select "*In the Same Window*." Using the scroll bar is recommended for browsing folders and their contents on the tree style menu.
3. Each of the five eFOTG sections contains an automatically generated table of contents. This is the first or top item listed in each section's menu. A link to every item listed on the table of contents provides fast access. All items in each section are listed alphabetically, with no indication of subfolder arrangement. The tables of contents for Sections I, II, and IV are lengthy, which makes it tedious to find a document unless you know the exact title.

A second table of contents is posted which bears the section number in its title, e.g., Table of Contents – Section I. These tables of contents identify and match the actual subfolder contents and arrangement to facilitate searching for a document when its exact title is not known.

4. The eFOTG features two search tools.
 - a) Key title search - Type a word, phrase, or title in the text box labeled "Search menu", then click the "Go" button. The first folder or document posted in eFOTG containing your entry title will be highlighted. The user can click the highlighted document or click the "Go" button to continue searching for another folder or document. This process may be repeated until a window stating "*no data found*" appears, indicating that no more matches were found.

- b) **Key words and subjects search** - To access, left click the "**Search Index**" tab in the upper middle of the eFOTG screen. For key word searches, type the word and click on the "**Key Word Search**" button. To search by subject, click on the drop-down box, select a subject by clicking on it, and then click on the "**Subject Search**" button. This tool operates on subject-specific data entered into eFOTG.
5. Section IV lists the conservation practice subfolders in alphabetical order. Each of these subfolders contains a conservation practice standard and Statement Of Work (S.O.W.). These subfolders also contain practice specific Design and Installation Guides (specifications), Documentation Requirements, and Job Sheets for most of the commonly used practices. If a Design and Installation Guide or Documentation Requirement for a specific practice is needed but not posted, contact eFOTG Content Manager or the respective specialist.
6. In addition to eFOTG material, more technical information may be accessed at www.nrcs.usda.gov/technical/efotg. Left click the desired subject on the left side of the screen. Additional subjects or terms may be searched by using the search feature at the upper left side of the screen.

To obtain additional information, submit comments, or offer suggestions concerning the North Dakota eFOTG, please contact Mark Anderson at 701-530-2039, or efotg@nd.usda.gov.